



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS 195TH REGIMENT
NEW HAMPSHIRE REGIONAL TRAINING INSTITUTE
POST OFFICE BOX 280
CENTER STRAFFORD, NEW HAMPSHIRE 03815-0280



195th RTI

1 March 2007

MEMORANDUM FOR 13B40 Student

SUBJECT: New Hampshire Regional Training Institute (NHRTI), 13B40 Field Artillery Platoon Sergeant course, Memorandum of Instruction

1. Congratulations! You have been selected to attend the 13B40 Field Artillery Platoon Sergeant course. You were recommended and selected based of your past performance of duty and potential for a future assignment of greater responsibility. Your selection is a distinct honor and should serve as a source of considerable pride and accomplishment. Soldiers from various elements of the Army National Guard and Army Reserve may be enrolled in your class. Although your attendance is voluntary, your presence implies complete acceptance of the high standards of the New Hampshire Regional Training Institute. Let your performance be prompted by this throughout your tenure as a student. Successful completion of the course will be annotated in your permanent personnel file to assist your leaders in evaluating your potential for advancement.

2. Reporting Data: Your ATRRS Course number is 061-13B40; class number is 001-07. Report time is **NLT 0900 Tuesday 10 April 2007** for Roll Call. In-processing will begin immediately following Roll Call. Report for duty in the Army Physical Fitness Uniform IAW AR 670-1. All students will use the Upper Parking Area #8 and sign in at the Gym, Building 1. Please refer to our website listed below to view the Training Site map. You are required to remain overnight during the Annual Training period. Prior coordination with the NHRTI Full Time Staff is required for earlier arrival. Rations are not available on Monday evening or Tuesday morning. **Early arrivals must be on some type of military status, effective the day of arrival.**

3. The required Unit Pre-execution checklist, **TRADOC Form 350-18-2-R-E (Oct 04)** has been recently updated. Please verify that you are using the most current TRADOC Form 350-18-2-R-E that is posted on our website. You must have your unit full-time personnel verify that everything on this checklist is correct and **your Commander and only your Commander** must review and sign it. **You must bring this COMPLETED list with you to be accepted into the course.**

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4. You can view the training schedules and packing list and other related documents at the NHRTI Public Access web site, <https://www.nh.ngb.army.mil/195thRTI/index.htm>. Then click on the course you are attending for information regarding that course.
5. The Combat Arms Chief Instructor is the undersigned and can be reached via email at dana.l.moore@us.army.mil or via phone at 603-228-1135x4102.
6. Points-of-contact at the NHRTI are SFC Cashman 603-228-1135 x4118 and SGT Abrams x4142, Hours of operation are Monday through Friday, 0700-1600 EST.

DANA L. MOORE
MSG, NHARNG
CA Chief Instructor